



PROCEDURE FOR ACQUIRING PERMITS FOR ONE AND TWO FAMILY DWELLINGS

The Catawba County Permit Center needs the following approvals and applications turned into the office before a building permit can be issued

1. Zoning approval from the proper zoning jurisdiction (see list below)
2. Health Department approval if there is an existing septic tank system or well on the property, or one will be placed on the property, or confirmation of city sewer services provided. (An Authorization to Construct must be obtained from the Environmental Health Department or you must have approval of an exiting system)
3. One set of plans. (see back of this page for details)
4. An application for building permit, completed by owner or contractor. If a licensed contractor is to be listed on the permit, that contractor must state his name as listed in the license book, license number, and address; and sign the application form in the office or have application notarized. The Permit Center will need to know the total heated and unheated square footage (basement, covered porches, and attached garages or carports), the number of bedrooms, baths family rooms, and fireplace, etc.

A building permit will be issued after all the above approvals and applications have been received in the Permit Center. Fees for building permits are collected when the permit is issued, unless an approved account has been set up in an advance.

The Building Inspection Office will make inspections at the following stages of progress:

- *Footings (before any concrete is poured)
- *Plumbing and electrical under slab (before being covered up)
- *Slab (before any concrete is poured)
- *Foundation (when floor system is started before any subflooring placement)
- *Rebar / Reinforcement (if required, when rebar is in place, before pouring concrete)
- *Chimney inspection (when firebox and throat are in place and starting up with flue liner)
- *Stucco *(must be inspected before the stucco material is to be installed)
- *Rough-in inspection (framing, electrical, plumbing, mechanical)
- *Insulation
- *Water and / or sewer yard lines
- *Final Inspection

**All residential addition, remodeling and private pier permits also require zoning approval, Health Department approval (if a bedroom is being added) and an application for building permit completed before a permit can be issued.

Catawba County Permit Center	465-8399
Catawba County Zoning Office	465-8380
Newton Zoning Office	465-7400
Town of Maiden (Zoning Office)	428-5007
Town of Catawba	241-2215
City of Claremont (Tuesday AM only)	459-7009
City of Conover	464-1191
Town of Longview	322-3921
Environmental Health	465-8270

*Special procedures apply and need to be addressed before a permit is issued if the building is to a log dwelling or a stucco dwelling.

****IF THERE ARE ANY FURTHER QUESTIONS PLEASE CALL THE PERMIT CENTER AT
828-465-8399 BETWEEN 8AM & 5PM****



NORTH CAROLINA RESIDENTIAL BUILDING CODE
VOLUME VII

Requirements for Residential Plans

In Accordance with North Carolina General Statutes 153A-357(a) and 160A-417(a), Residential plans do not have to be reviewed for code compliance, but still must be submitted to the Permit Center. Contractors must comply with Volume VII Section 119, Contractors Responsibility and Section 111, Plans. The plans shall be kept at the building site and available for scheduled inspections or a retrip charge will be assessed.

For a permit to be issued, the following items must be submitted on all new construction and all additions over 800 sq.ft.

1. One set of plans drawn to a standard architectural scale (bearing the name and address of the person responsible for the design on each page) including the following details.
 - A. FOUNDATION PLAN (show dimensions of all walls, piers, girders, etc. Show sizes of all structural items: footings, girders, floor joists, etc.)
 - B. FLOOR PLAN (show dimensions on all plans in the horizontal and vertical directions. Show window/door locations & sizes)
 - C. FRAMING (show all structural framing, beams, girders, load-bearing headers, ceiling joist, rafters, etc.)

****SUFFICIENT CLARITY WILL BE REQUIRED ON ALL PLANS****

2. The Structural elements of the building that are not addressed in the Building Code (Volume VII) must be designed and sealed by the appropriate engineer.

*Special procedures apply and need to be addressed before a permit is issued if the building is to be a log dwelling or a stucco dwelling.

If the plan package has the above items the permit process can be taken care of in a timely manner and delays will be minimized.

If there are any further questions, contact the Catawba County Permit Center at 828-465-8399.